

Selection

Outside Sources Administrative Staff at District Sites Administrative Staff or Faculty at School Site Librarian Student Assistants or Adult Library Volunteers

Recommendations, gifts and donations from Faculty, Staff, Students, Parents, Community and Librarian

Lists created by TL and Library Staff
Collection Plan

Does item meet needs specified in the Collection Plan?

Yes → Reviews?

No → Free? No hidden costs?

Free? No hidden costs? → No → Weeding Process

Free? No hidden costs? → Yes → Evaluate quality

Evaluate quality
Collection Development Policy

Reviews? → No → File for future re-evaluation based on need and quality

File for future re-evaluation based on need and quality → Files will need to be reviewed on a regular schedule.

Evaluate quality → No → File for future re-evaluation based on need and quality

Evaluate quality → Yes → Funding Available?

Funding Available? → Yes → Principal's Secretary to generate Requisition

Funding Available? → No → Add to Wish List for future purchase

Add to Wish List for future purchase → Return to Site for review or revision.

Principal's Secretary to generate Requisition → Principal Approval

Principal Approval → Yes → Send to Instruction Services Division for District approval signatures

Send to Instruction Services Division for District approval signatures → Continued on Next Page

Return to Site for review or revision. → Funding Available?

